

## SCHOHARIE COUNTY CLASSIFICATION SPECIFICATION

Class Title: **OFFICE MANAGER**

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Jurisdictional Class: **Competitive**

Date Adopted: **May 3, 2001**

Date Revised:

Jurisdictions: **County**

Union Status: **CSEA**

Pay Grade: **12**

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**DISTINGUISHING FEATURES OF THE CLASS:** This position involves responsibility for performing difficult clerical and administrative support tasks for a program director or manager. Supervision is exercised over the clerical staff in the department. This is a position of trust and confidence, requiring an exchange of confidential information. Work is performed under general direction of program director or manager and frequently exercises independent judgment. Position is distinguished from other higher level clerical positions by having more administrative duties and responsibilities. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Types complex correspondence, memorandum, reports and other documents using a personal computer, word processor, or typewriter;

Schedules and supervises the work of department clerical and account-clerical staff, including conducting job performance evaluations;

Interviews potential clerical/account-clerical candidates;

Collects and tabulates statistical and other information used for reports and memoranda and prepares summaries;

Supervises and reviews complex account keeping records and reports to ensure methods and procedures are followed;

Attends meetings and hearings, including administrative hearings, and takes notes for preparation of minutes at such meetings;

Composes and prepares correspondence on matters where policies and procedures are well-defined;

Prepares complex office reports;

Establishes and maintains confidential and general office files and manuals and supervises their management;

Participates in and presents training sessions;

Performs various duties necessary for the efficient operation of the department as needed.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Thorough knowledge of the principles and practices of office management; good knowledge of bookkeeping practices; good knowledge of personnel methods and procedures and the principles and techniques of supervision; ability to prepare reports; ability to work well with others; ability to communicate effectively, both orally and in writing; sound judgment.

**MINIMUM QUALIFICATIONS:**

- (A) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in public administration, business administration, accounting, secretarial science, office technologies or a closely related field, **and** two (2) years of administrative or supervisory office or program management experience; **OR**

Last Reviewed: n/a

Last Updated: n/a

Reviewed By: n/a

Last Reallocated: n/a

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- (B) Graduation from high school or possession of a high school equivalency diploma and four (4) years of experience, as listed in (A) above; **OR**
- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

**NOTE:** Part-time employment can be pro-rated to count towards fulltime. Example: six (6) months PT equals three (3) months FT and a higher level of education can be pro-rated for experience up to a year.

Last Reviewed: n/a  
Last Updated: n/a  
Reviewed By: n/a  
Last Reallocated: n/a